

SEPAC Meeting Minutes May, 22, 2018

Location: Chelmsford High School, Learning Commons

Board Members Present: 4
Ali Barnes, Co-Chair
Kristen Eriksen, Co-Chair
Laurie McCarron, Secretary
Bethany Rappoli, Treasurer

Director of Student Services: Amy Reese - Present

School Committee Liaison: Donna Newcomb - Present

Other Members: Approx 8 Present
SEPAC sign in sheet filed in Secretary SEPAC binder

Handouts:

Agenda; Meeting Minutes; School Committee Presentation; By-Law Subcommittee Report

Meeting called to order by Ali Barnes
Time: 6:05 p.m.

Ali is hopeful to be done by 8:30p and announced that "Four Board Members present - Ali, Kristen, Beth and Laurie; along with Director of Student Services, a School Committee member, Donna Newcomb and Police officer Brian Ubele".

Agenda item: listed in accordance to posted agenda sheet format

1. Approve minutes from April 24th Meeting

Suggestions for amendments - none made. Motion to Approve - Shannon 1st Kristen 2nd.

2. Elections: treasurer, secretary

Two positions open. Sec. and Treas. duties are listed. Nominees, one for treasurer role, Jane Zhao. No interest in Secretary position.

Jane's introduction - Jane spoke of her interest in the Treasurer position and her business background. She wants to help her kids and others - Jane has a strong financial background. She feels it is important to let parents know their rights and special ed. process saying "trust is a hope". As treasurer, Jane will pay close attention to detail, provide budget and expense reports for SEPAC and devote her time for other kids. Questions for Jane? None. Anyone else interested in Treasurer position? None. SEPAC vote, count unanimous, Jane Zhao is Treasurer.

Question to SEPAC members, is anyone interested stepping in for Sec. position for next year? None. No nominees. According to current by-laws someone can step up at any time and elections can be held immediately.

3. Liaison Update

CHIPS: Maryellen, Heather and Laurie update

End of year wrap up. CHIPS PTA meeting update - President of PTA (Colleen Marino) wants to put together a booklet w/basic info - she wants to include SEPAC to have a half page. Deadline. June 11th. Next year we will need a new CHIPS Liaison for SEPAC.

Byam: Not present.

Center - Laurie:

Amy D. will get a tent. - Race for Education is June 12 at Center, check on time. Kristen and Amy D. will volunteer for Tues. Zen-Den. Kristen will get in touch with Center's Nurse.

Harrington - Not present. (Jamie attended later in meeting)

South Row - none

McCarthy - none

Parker - Beth

Parker pride run on June 10th. Registration is ongoing - they will accept walk ups.

Next PTO meeting is June 5th. They need volunteers for PTO, attendance is at a min. Parker Pride benefits for Zen Den question.

High School - Not present.

4. Guest Speaker: Tricia Woolard M.S.Ed., BCBA, Exec Dir/Owner of REC

Tricia is here representing the Chelmsford Rec Center which started 7 years ago in Peabody location - just opened here in Chelmsford this winter. Their Mission is to provide wrap around services - after school weekends, holidays, summer - any time kids are not in school - specializing in ages 2-22 years old.

Looking to expand to young adults based on methodology of individualized goals - play activities arts cooking, day to day life. All programs are data driven. Goal is to build more partnerships in the community, offer more job opportunities.

Especially Sweet Needs, a bakeshop in town, opened last week - their mission is to offer more jobs for people with disabilities. Tricia brought SEPAC samples of cupcakes from the Bakery.

Nancy Pierce is the baker at Especially Sweet needs, she has 22 years special ed background - experience with a wide range of disabilities. Their signature is "Hashtag Cupcake 'In a World full of Muffins, be a Cupcake'".

The Rec is primarily funded through private insurance - and they work with MassHealth. They have been in it for a long time. The Rec Center does offer trainings and Workshops. SEPAC is welcome to use their space - including having the kids on one side, parents on the other - for future reference.

Staff willing to volunteer for community/school events if needed, they are pretty flexible and the staff loves volunteering.

The Center also knows so many other companies providing services - speech lang. OT, PT; they will help families find resources.

Questions:

Are the products nut free?

A. They are not a nut free facility. They can make things nut free, but with "trace" nuts in facility. They do offer a Gluten Free line.

Q. Are they going to be part of the Farmers Market - A. Answer unclear, however, they are looking to do deliveries.

Especially Sweet Needs and The Recreational Education Center can be located online at recreationaleducationcenter.com

5. Guest Speaker: Amy Reese, Dir. Student Services, Extended School Year

Amy and Michele Ruhmann spoke on the Extended School Year

Amy introduced Michele, who is the coordinator for this program - Programs they are going to have this summer are similar to the Pre School - HS programs and how each IEP team feels is right for students to maintain their current skills or prevent regression.

Some programs have ELA Math, specialized instruction for reading. Pre-School intensive - Integrated - Elementary - 5th/6th Grade K-4 9:00 -12noon. For students that need a little more support, there is Programming for 5 weeks - ABA students Elementary, Middle and High. Typically at Byam - those students middle and high - methodology and instruction. Life Skills Program Elementary, Middle and HS.
(They try to get field trip in).

Questions and Answers for this were transcribed with a lot of dialogue. For more specific answers, contact info is at the end of the Q/A.

Questions.

Is Pre School same as K?

A. No, it's different for Integrated. Intensive program runs longer
Hours should be in the individual's IEP - number of lengths in their grid.
(8-10:30)

Q. If a parent declines, does that effect anything?

A. Actual determination is discussed every year at annual review. It's a year to year discussion. If the team's recommendation requires ESY, it is the Parent's decision, they can decline by rejecting that portion of the IEP.

Q. If your child is flagged but not on an IEP and parent's are trying to schedule a meeting, is there a way to get info ahead of time? Is there a way to get info early?

A. Depending on what they recommend for services - it is part of a team discussion.

*July 9th - Aug. 3rd is when the program runs?

It is 4 weeks (Main Program). The Intensive finish Aug. 9th (5 week)
Tutorial services. same 4 weeks, tutor contacts parents for schedule.

Q. Is there a timeline you are supposed to know earlier.

A. yeah, timelines fell behind. Hoping to get those out sooner - hard time hiring tutors. Typically letters go out a bit sooner. Letters will come from "me" (Michele).
Process of hiring staff now. This year.

Q. What does the 9-12 look like?

A. Typical K1 - circle time, centers, recess, snack time. Typical K day. Materials worked on provided by special ed teacher.

Q. Tutoring option - what are the qualifications of the tutor?

A. All teaching positions are teachers. Sometimes a gen ed teacher provides that. Certified Teachers. No assistants or para professionals are doing the tutoring. Sometimes they have instructional assistance in the district, like Instruc Asst. during the school year.

Any carry over? Conversing between teachers (school year, summer).

A. They copy the IEP goals so that whomever has that student - that teacher will get info from the special ed liaison (typically).

HS -typically indicated in IEP. We have small group instruction. Same for ELA Reading/Math. Extra tutoring. What ever is written in the IEP to prevent regression.

Same dates July 9th-Aug. 3rd. Scheduled same four weeks. Typically 9-12.

Q. Malden or Medford, they're offering tutoring through district OG for \$40 an hour. Full reading assessment. Through special ed dept. Price is great price - if that is an option. Discussion on this.

Q. Where will Extended Year be held?

A. Center School. It's Always been a Center. Last summer ESY had to move to Parker because of Modulers being built. Center works best - cooling air in the building.

Q. Middle and HS too?

A. Yes, it helps the coordinator, having staff all in one place. For scheduling reasons it makes more sense...appreciate custodians/Principals discussion.

Summerfest going to be in a different building. Some students need programing and summerfest.

Added Transportation component for those going to summerfest after ESY, have Bus take kids.

Further Discussion: (Harrington this year....Ela - look at scheduling - one of those groups w/tutor at Harrington. Last year it was at McCarthy).

Q. How does contacting teachers during the program work? Without a secretary working in the office.

A. Last year, how it worked, there was a secretary at Parker, she transferred calls. Will work out this year at Center. Discussion: (Phone went to summerfest before - Don't think office people are there to field phone calls - something new this year).

Michele said if there are any more questions/concerns, parents can always e-mail her or Amy Reese.

6. Old Business

By-laws Subcommittee report read and submitted with SEPAC. Laurie McCarron suggested that the SEPAC schedule a business meeting just for the By-laws review, for a 2 hour span to review the "Fill-In Sheet" with the new SEPAC Board Members and SEPAC members. Suggested that Article I be voted on tonight, changing the name from "SpedPAC" to "SEPAC".

Further Article changes are color coded in Red. Voting will need to be made on each Article. Members agree. Propose Change for Article I (name) made.

Suggestion from Donna to review the by-laws every 1-3 years.

Kristen Motioned for By-laws meeting and Voting on Article I (name change). Motion 2nd Shannon.

Vote on a separate By-laws Meeting - Unanimous. To be scheduled by Co-Chair.

Vote to update Article I. Changing the Name from SpedPAC to SEPAC - Unanimous

Motion carried.

Article I - changed to SEPAC.

School Committee Meeting/Report filed with SEPAC - All SEPAC Board members were present at the School Committee Meeting - (we all) went and spoke, turned in power point report - it (presentation) is posted on the SEPAC website - "the presentation also on Youtube".

Questions? None

Motion to approve School Subcommittee Minutes made by Ali (questions on asking for approval of minutes debated). Donna stated that only members present at Subcommittee meeting were able to vote. No Motions made).

Question asked: Can you Motion if you are on the Board? -

A. Typically chair no, sometimes Secretary will make motions. (There was confusion about Chair asking for Motions...further discussion).

At this time - If there are no objections - Chair dissolves the subcommittees. Vote Unanimous.

Donna - suggests a follow-up meeting to come up with an Action Plan. Discussion -

(Follow Up, What is the Next Step for a Follow Up? More specific).

Further Discussion:

Establishing a Friends of - Look in Report - Doc. where we are. Current school year \$500 allocated for SEPAC \$450 provided for MassPAC - funds managed by district. We have a line item for \$750 - also managed by district. \$450 will go toward MassPAC membership - remaining money can be used for Parent Training - SEPAC to work w/Amy.

Amy, school district budget, the district is responsible to provide parent workshop (Basic Rights) - why a line item for SEPAC? - regulations discussion.

DISCUSSION:

SEPAC can fundraise, but is not required to fundraise. Whether or not SEPAC wants to - SEPAC cannot hold their own bank account - Funds raised will go back in school budget? Develop and/or establish a Friends Of SEPAC discussion.

Throughout the past weeks, SEPAC reached out to area SEPACs, Some SEPACs have a PO process, larger line item than us. Some choose to do what they can w/out any funds. You would be limited to speakers that don't charge a fee- considering we're new, there are people in the community that may donate time for this.

Other SEPACs, weeding out people that are there to solicit business for themselves - be aware of that. Others did establish a "Friends Of" - Some were given an annual donation from PTO's. Westford used to- but stopped process. It doesn't appear that Chelmsford PTO would be able to help - by way of their By-Laws - Council may be willing to Co-Sponsor.

PTOs and the Council of Schools - for students and parents, whether their By-laws would allow them to help sponsor - they have quite a bit of questions regarding the SEPAC Board - related to 501c3 bunch of Q's General Confusing - Goals on SEPAC for next year- What were the Goals...

Dr. Lang's feedback at the Council of Schools regarding SEPAC discussed.

Options: If there are things SEPAC wants to do, there are other ways to get money from the district. Ideas were further discussed with Donna.

Grant money toward speakers

We didn't know if we needed to go that route. Terms of Treasure - explore grant money. Grant applications. Use toward funding speakers. - Wellness Committee also sponsors speakers - Council of Schools works with Health and Wellness Community.

Amy - have time to set up those meetings to work together - partnering together what's important to group, community - what would be worthwhile.

Beth submitted a grant for Parker, \$5000 for PTO - if we were to get a grant - that money would come into the school district - Utilized to go in holding place of budget piece. Further discussion applying for EIN - that process is quick, online over phone. need a responsible party - needs to have a SSN. Before any funds are raised.

Application fees/501c3 status through IRS - one time \$275 - tech you don't have to apply for 501c3 status. You could in theory - met requirements AG, could raise funds, use those funds. (Organization that raises almost 100,000 a year). Ongoing discussion at once.

Questions?

Do we want to apply for an EIN?

A. No reply, No motion to apply for EIN. SEPAC will take this up for next year.

Activities Committee. - Ali stated that this falls on the Co-Chairs, they don't want to exclude anyone from participating. Questions/discussion.

Q. Is that for activities that we as parents do alone, do w/kids, speakers?

A. Scheduling workshops is a duty that falls under chairs.

Q. Donna - what would be the goals of activity committee be -

Discussion: for supporting events, outreach, example: zen den, lending a hand. Above and beyond what defines the SEPAC - getting activities set up for kids.

Community OutReach.

Q. Anyone interested in establishing now? Farmers Market coming up - There is a Children's Booth and they are looking for groups to provide activities there.

Possible opportunities don't want to miss out on over the summer - Sunny Meadows, Lots of activities to be done over the summer. Jamie and Kristen offered to help.

Local Mentoring Group running - HS kids paired up w/a child 3rd grader - just for kids w/dyslexia. Kids enjoyed meeting other kids - Donna, to reach out to Steve Murray - HS Principal .

Margert Blakey (sp?) - helps kids get English teacher REs Class - They do a lot of community service.

LINE - Mr. Bartos -inquire about that list.

7. New Business

Meeting schedule for next year. One more meeting in June discussed. Meeting schedule for next year and Tuesdays opposite from School Committee - Ali didn't realize Feb. and April this year that the School Committee schedule gets bumped, became difficult for SEPAC meetings. Further discussion - Try 2nd Tuesday? - or switch to other day? Donna can get the SC calendar to SEPAC. A lot parents asked to move start time to 7:00p. .

No objections, Co-Chairs will set the schedule w/cooperation from Dir. of Student Services - will post schedule as soon as possible.

Next item - Workshop Planning - Job falls on Co-Chairs. \$450 MassPac membership - MassPAC 2nd class \$150 half price.

True Colors Workshop - All invited to participate, School Committee, Parents, Board. Setting up the Meet and Greet w/Special Ed. Doing a workshop on what behavior looks like in an inclusion classroom. Find other speakers. Survey. Bring in Jamie's Survey.

Q. Liaison Position for the fall?

Open House, Inclusion, doing a PTO presentation, discussion.

"Examples of something to think about" - Dr. McMann mentioned during discussion. Parents have vast knowledge of explaining inclusion and special needs.

Four Events - Workshops that Co-Chairs set-up

Basic Rights

2nd Workshop

True Colors

Meet the Director

Objections? None.

SEPAC - Email and Concerns about parents privacy rights, the way SEPAC e-mail is set up.

Discussion included Laurie's input from Pac-2-Pac survey, no other SEPAC answered poll as to having the "k12.ma.us" e-mail for their SEPAC. Majority was Google, looking into exact poll results for future meeting and follow up.

It is public - someone could request that information - parents do share information - sharing info through e-mail potentially someone could access(technology dept.).

Discussion: Any personal information - would have to redacted - no identifying information would be public. Still further concerns.

E-mail Parent Questions - similar Liaisons questions- parent confusion - who was emailing them - contacting them - SEPAC to look at adjusting liaison procedure. Further parent Input and Discussion -

This is a Parent Topic: Research e-mail options - for SEPAC.

CHIPS Welcome Packets

Mary Ellen, discusses ways to bring people in to this group - over half of students and all teachers at

CHIPS are special ed. How can we help? For parents and the first time hearing their child has a disability - Parents Rights and Team Meeting. Reaching out to the SEPAC what can we offer to these families to help them through this process?

Ideas that need to come from SEPAC.

Discussed having brochure for each school - A packet - "beautiful packet blurb", Welcome Wagon.

Further discussion: New parents - hard to find information at HS level. Welcome Packet for every level - Preschool, Elementary, Middle school and HS. Discussion and Input from parents, Donna and Amy cont.

SEPAC brochure - printed with Board Members and Liaisons - Amy will work on this to get printed. Amy will find out SEPAC will offer Colored Brochure. SEPAC Website is working on building a list of Resources. Mary Ellen Forty gave her e-mail for this record, for parents to have someone to reach out to.

fortym@chelmsford.k12.ma.us

8. Other Business

No update from the Chelmsford Special Education Parent Support Group.

Public Input:

Officer Brian Ubule - Police Liaison to middle (elementary too?) but not the HS, who is Rebecca Tyros.

Officer Ubule introduced himself and spoke on his work with Parker and McCarthy Schools. He Works all family crimes/abuse cases also. Officer Ubele spoke on the Safe Watch Program. It's important that updated info is given to the police. The 4-5 page packet includes a picture of the child, where they live and any of their triggers. - If a kid goes missing or emergency - police can respond better with all the info needed upfront and updated.

Officer Ubele also spoke to SEPAC about ALICE. He is an ALICE instructor and spoke about what it is and what it isn't. Officer Ubele offered to attend another future SEPAC meeting to further discuss the training once it is being implemented, he is here to support us as a community and is prompt to responding to e-mails. The CPD is going to be putting a 3rd officer in the middle schools hoping to expand upon school resources - splitting the time between Parker and McCarthy. Chief and School Committee are on board to support. Questions/Answers and further discussion.

Motions to Adjourn meeting: Beth, Shannon 2nd
8:43p Meeting adjourned